



## Housing Advisory Board

# Special Meeting Minutes

Christian Karas – Chair  
Siri Amrit Kaur Khalsa – Vice Chair

Diana Yazzie Devine  
Heather Kay  
Thomas Mace  
Carolyn Olson  
Ray Villa  
Scott Clapp

David Ricks  
Steve Schild  
Jon Scott Williams

**Tuesday, October 26<sup>th</sup>, 2010**

12:00 p.m.

Mesa City Plaza Building  
Suite 250 (Large Conference Room)  
20 E. Main Street  
Mesa, Arizona, 85211-1466

**I. Welcome and Introductions**

Ray Villa addressed the board regarding the challenge of selecting applicants for funding and stressed the importance of prioritizing.

Carolyn recognized Deanna Grogan, Constance Bachman, and Scott Clapp for dedication to the program and their hard work in gathering all the information needed for the meeting.

**II. Approval of Minutes from the October 20<sup>th</sup>, 2010, HAB Meeting** – The minutes from the October 20<sup>th</sup>, 2010 HAB meeting will be ready for approval at the meeting on November 3, 2010.

**III. Items from Citizens Present\***

No items presented.

#### **IV. Discussion Items**

- A. The Board will receive training from staff regarding the City's CDBG, HOME, and ESG programs and the rating/evaluation process they will utilize to rank and recommend funding for the FY 2011-12 applications. Rating and funding recommendations will occur at Public Hearing #1 on November 3rd (CDBG) and November 4th (HOME & ESG), 2010.**

**CAROLYN OLSON** addressed the Board regarding CDBG, HOME, & ESG application process.

- 50-60 applications have been accepted.
- Carolyn handed out overview sheets regarding amount of funding received for each program last year. They are assuming no increase in funding this year – possibly a decrease.
- All programs and departments will be rated equally. The only thing not rated is admin fees.

Powerpoint Presentation Timeline:

- October 7<sup>th</sup> Carolyn went before the City Council for direction how they wanted to use CDBG and HOME funds.
- The applications will be reviewed on November 3<sup>rd</sup> and 4<sup>th</sup>, 2010.
- The Community and Neighborhood Services Committee, a subcommittee to the Council, (Richins, Kavanaugh, Higgins) will look at the Board's recommendations and give input.
- December 2<sup>nd</sup>, the Board will go before the whole Council to present our recommendations.
- Public comment period.
- Create annual plan to bring to Board.
- Present annual plan to HUD.

**CDBG** – Over 3 million dollars – goals must be met:

1. National Objective threshold (already has been screened)
  - a. It has to benefit LMI (low and moderate-income) people.
  - b. It has to be preventing or eliminating slum and blight.
2. Activities threshold
  - a. Housing (already has been screened)
    - i. Prevention of slum and blight
    - ii. Public service (15% of allocation only)
    - iii. Public facilities
    - iv. Economic development

Rating Tool for scoring:

System came from HUD documents.

1. Benefit to LMI people.
2. Activity need and justification
3. Activity management (How is the agency doing)

4. Experience and past performance
5. Capacity (can your organization do the job you are wanting to do)
6. Project Design and Review
7. Budget and leverage sources

**Prevention/Elimination of Slum or Blight**

- Code Enforcement Officers – 6 out of the 7 are funded for CDBG eligible areas
- Community Compliance Program
- Neighborhood Outreach Coordinator

**Housing**

- Accessibility Modifications
- Rental Rehabilitation
- Homeowner Rehabilitation
- Lead Based Paint Program

**Economic Development (projects funded 2010)**

- Sprinkler Assistance Program
- Business Development Loan Program
- Operations of a Community Development Corporation
- Feasibility Studies
- Small Business Development Center

**Public Service - A Service that serves MLI people, a service to the public**

- Fair Housing
- Washington Activity Center
- Tenants Rights Hotline
- Foreclosure Intervention Program
- Homebuyer Education & Counseling
- Community Safety Program

**HOME – Main objectives:**

- To provide decent affordable housing to low-income households
- Expand the capacity of nonprofit housing providers
- Strengthen the ability of state and local governments to provide housing, and
- Leverage private-sector participation

Rating tool is the same for this program.

**Funding requirements:**

1. 25% match must be made, provided by sub-recipient (cannot be state or federal money)
2. 15% Community Housing Development Organization (CHDO) Set-Aside

HOME funds are about half of what we receive for CDBG.

- Accessible Rental Units
- Permanent Supportive Housing

- Acquisition/Rehab/Resale
- Tenant Based Rental Assistance

When further direction on priorities for use of CDBG and HOME funding beyond what is in the strategic initiatives was discussed with the City Council and the Neighborhood Services committee, they both stated the highest priority this year is **Economic Development**.

The spreadsheet has been grouped by activities so you can see clearly separate them from each other.

A discussion ensued regarding the funding spreadsheet to be utilized by the Board in making their funding allocations.

The spreadsheet is grouped into the following categories:

- Pg. 1 – CDBG - Slum and Blight
- Pg. 2 – CDBG - Economic Development
- Pg. 3 – CDBG - Housing Needs
- Pg. 4 – CDBG - Public Service
- Pg. 7 - CDBG summary by category
- Pg. 8 - HOME Applications (non-profits and City departments)
- Pg. 10 – ESG Applications (Emergency Shelter Grant)

Columns:

1. Who's applying?
2. Summary and what they want money for.

9/10 funding:

- (9/10 funding started July 1, 2009-June 30, 2010 - last full year to base our evaluations on)
- Currently we are in 10/11-that will end June 30, 2011
- The year you are allocating funds for is for **11/12-July 1, 2011-June 30, 2012**

**Fiscal Year Remaining** shows percentage unspent. All remaining CDBG monies are to be returned to the City. Whether or not they spend all their monies will affect how much they request for the following year.

**Quarterly Reports and Goals** – If the organizations don't meet those goals, the City gets a finding. It is the City's responsibility to make sure the non-profits do what they are supposed to do.

- We do not get a finding for them not spending all their money.

- We are only allowed to keep in our account 1.5 times our amount of money.

#### **ESG – Emergency Shelter Grants/Transitional Housing**

- All activities are eligible
- Operations of shelters
- Upkeep on shelters
- Packets were passed out – rating tools for every application.
- Numbered by projects.

It was suggested that Board members utilize the application packet provided to them today and do an extensive evaluation of all projects so they can pre-evaluate the projects and pre-score them in pencil. At the presentations on November 3 and 4, 2010, changes can be made, if necessary, and the ratings can be finalized in ink and submitted for official calculation.

- The scores will be added up and averaged to get their final score.
- Ratings will be open to the public.
- Allocations will be made based on the final score for each project.
- Each rating sheet will be signed by the rater in blue ink.

Discussion ensued regarding Economic Development. The City of Mesa is looking for economic development primarily in the downtown Mesa area.

The City Council recommended an RFP be put out this year for our Homeowner rehab projects to other contractors besides the City's REHAB department. (Emergency repairs or rebuilds for City of Mesa families.) Only two responses came in. They were evaluated by 4 people on Wednesday night and they recommended City of Mesa REHAB Department. Your decision will be how much do we fund them?

#### **SCHEDULE:**

Wednesday night: CDBG – First 33 projects.

Thursday night: HOME & ESG – 5 projects in each.

5:00pm, first floor, Room 170

**SCOTT CLAPP** addressed the Board regarding the rating tool.

Sample rating sheet was given:

- All are colored coded.
- They will be collected and scores tallied.
- There will be a score for each project.
- Scores will be averaged.
- Recommendations will be made regarding dollar amounts.

- Scores will be added and double added to make sure they are correct.
- Final recommendations and allocation of funding will be made.

Discussion: Regarding potential elimination strategies for projects that score the lowest. Elimination should be done first by the process of a vote.

Discussion: Whether or not these programs have other funding, can be considered regarding the amount of funding allocated. Funding for phased projects (such as Discovery Point) can continue to the next fiscal year. If funding for staffing was not used in its entirety, it will not continue to the next fiscal year and allocated funds for staffing can be adjusted for the following year.

We must have supporting documents for every dollar spent.

A sample application was rated utilizing the rating tool.

Carolyn encouraged everyone to be prepared ahead of time.

Due to time limitations, questions need to be kept to a minimum.

Please contact Scott in the morning if they are not going to be able to attend meeting.

November 15, 3:30, in Council Room – The Council will review recommendations

## V. Adjourn

Approved and respectfully submitted,



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Christian Karas, Chair

November 3<sup>rd</sup>, 2010